CONTRACT SERVICES REQUIREMENTS LIST

GENERAL GUIDANCE FOR ANNEX b

Status: Core

Purpose: To consolidate a list of the DSDs that are required to be included with the SOW.

Policy: Nil

Guidance: The Contract Services Requirements List (CSRL) is used as a focal point to list the DSDs requested throughout the SOW clauses.

DSDs are sections of the SOW, which can be added or subtracted from the SOW to tailor the scope of Services defined in the draft Contract without requiring the drafter to ‘cut and paste’ large sections of text. The purpose of the CSRL is primarily to consolidate the list of required DSDs for inclusion as part of the SOW.

Notes may be added to identify DSDs applied continuously or on a periodic or ad hoc basis, or only to specific locations, all of which would be reflected in the Price and Payment Schedule (Attachment B).

Drafter’s Action: Before releasing an RFT, drafters are to:

1. determine which DSDs will meet their specific requirements for Services;
2. tailor the DSDs to the needs of the proposed contract;
3. if modifying the template DSDs is not adequate, develop new DSDs;
4. amend the CSRL list to reflect the DSDs chosen and any new DSDs developed;
5. amend the SOW to refer to the applicable lines of the CSRL; and
6. if printed versions of the draft Contract will be required, attach the DSDs to the CSRL as schedules to Annex B.

Support Services – CONTRACT SERVICES REQUIREMENTS LIST

1. PURPOSE

Note to drafters: Not all DSDs will be required for every contract and the DSDs provided as examples here may not cover every type of Service required by a draft Contract. Additional DSDs may be drafted and, in some cases, DSDs may need to be split and redeveloped to define similar but different Services in different locations.

This Annex lists the Detailed Service Descriptions (DSDs), and outlines the relationship between DSDs, the Contract Services Requirements List (CSRL), and the SOW.

1. Explanation of the contract serviceS requirEments list

Application of this CSRL is specified in the SOW. An explanation of each CSRL column is detailed below:

Line Number: This field provides the unique sequential number that identifies each DSD within different functional groups (eg, TNG-100, for training services, etc). Additional DSDs can be added as they are required, for example, another training DSD could be numbered TNG-150.

Detailed Service Description Title: This field identifies the title of the DSD.

SOW Clause: This field shows the major clause in the SOW where the DSD is referenced. There may be multiple references in the SOW; however, generally only the first (or one) reference is shown in the CSRL.

Detailed Service Description Reference: This field provides the identification of the DSD, using a short title form.

Notes: This field may be used for any purpose deemed necessary. It may be used to denote properties of individual DSDs, such as only being applicable to Services at a specific location, provided on a periodic basis or being dependent upon a defined event. As an example, a contract-unique DSD for contingency support may only be applicable to specific Surge events. This field should not include direct contractual obligations, which should be included in the COC or SOW.

SUPPORT SERVICES – CONTRACT SERVICES REQUIREMENTS LIST

Note to drafters: If provided as hard copies, the DSDs must be attached to the draft Contract to this CSRL – see ‘Schedule 1’ below. Once any resultant Contract is executed, the DSDs appropriate to the Contract requirements are to be attached to the CSRL and, if hard copies are required, attached as Schedule 1. The DSDs listed below are included only as an example of populating this table.

| Line Number | Detailed Service Description Title | SOW Clause | Detailed Service Description Reference | Notes |
| --- | --- | --- | --- | --- |
| a | b | c | d | e |
| 1. OPS -100 | 1. Help Desk Services | 1. 6.x | 1. DSD-OPS-HLPDSK |  |
| 1. TNG-100 | 1. Training Management Services | 1. 7.x | 1. DSD-TNG-MGT |  |
| 1. TNG-200 | 1. Training Delivery Services | 1. 7.x | 1. DSD-TNG-DEL |  |
| 1. TNG-300 | 1. Training Material Support Services | 1. 7.x | 1. DSD-TNG-TMS |  |

Detailed Service Descriptions

Note to drafters: Insert the required DSDs for the Contract as schedules. This is primarily for a printed form of the draft Contract.